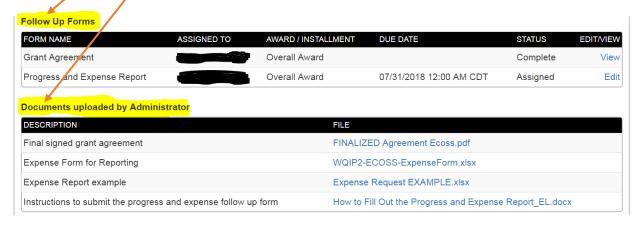
Grant Agreement Instructions for Applicants

Here's info on how to find and upload your signed grant agreement in the online grant portal. These images show the process; you'll be doing the actual clicking in the online grant portal.

Login to the grant portal

Get familiar with the Dashboard

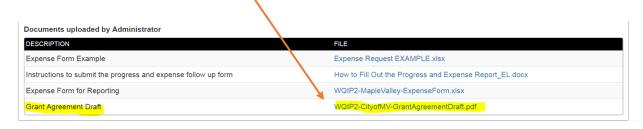
- Each project has its own box that can be expanded or collapsed
- There are two main sets of documents for each project:
 - Follow up Forms—forms you need to fill out and submit
 (e.g. Quarterly Progress and Expense reports, Grant Agreements, etc.)
 Documents uploaded by Administrator—items we share for reference
 (e.g. Final signed grant agreements, Expense form, instructions, etc.)



You will be using both of these sections to download, fill out a form, and upload the signature page.

Sign and Submit the Grant Agreement:

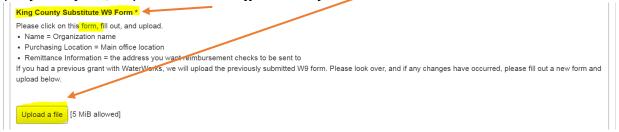
1. On your dashboard, under **Documents uploaded by Administrator**, click on the Draft Grant Agreement—on the highlighted file name.



- 2. This will download the pdf onto your computer. Next, print and have your listed grant authorizer **sign the signature page** (page 6 or 7). **Scan** the signed signature page you will later upload this page to a follow up form.
- **4.** Back in the grant portal, on your dashboard, in the Follow Up forms section is a form called Grant Agreement. Click 'Edit' on the far right side of the page.



5. Complete the questions in this form. Make sure to fill out the **King County Substitute W9 Form** (unless you have a previous WaterWorks grant and no information has changed). This is how King County will list your organization as a vendor so that checks can be made to your organization. Click on 'form', complete the form, and then upload. *Note: King County has a specific W9 form, so you can't use a different W9 form.*



6. The last section is where you will **upload** the signed signature page of the grant agreement. Click "**Submit Follow Up**", and you're done. King County will notify you when the agreement is finalized and you can start your project.



If you have any questions, or need help, contact <u>water.grants@kingcounty.gov</u> or call Elizabeth Loudon at 206-477-4297 or Kelley Govan at 206-263-1248. Thank you and we look forward to working with you on your project(s)!